

VTCT Level 2 Award in Preparing to Run a Hair and Beauty Business

Operational start date:	1 August 2013
Credit value:	3
Total Qualification Time (TQT):	30
Guided learning hours (GLH):	20
Qualification number:	601/0228/7

Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements (if/where applicable) have been achieved under specified conditions, and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IV signature (if sampled)
Mandatory units				
UV21576				

The qualification

Introduction

The VTCT Level 2 Award in Preparing to Run a Hair and Beauty Business has been specially designed to enable you to gain the skills, knowledge and understanding required to be a successful beauty therapy or hairdressing entrepreneur, including an awareness of the benefits and risks involved in running your own business.

You will also gain an in-depth theoretical knowledge of the laws and regulations in your region which will impact on setting up and running a hair or beauty therapy business.

National Occupational Standards (NOS)

This qualification has been mapped to the relevant NOS (as applicable) and is regulated on the Regulated Qualifications Framework (RQF).

This qualification is approved and supported by the Hairdressing and Beauty Industry Authority (HABIA), the standard setting body for hair, beauty, nails and spa qualifications.

Prerequisites

There are no formal prerequisite qualifications that you must have prior to undertaking this qualification.

Your centre will have ensured that you have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.



Progression

This qualification should be taken alongside a vocational hairdressing or beauty therapy qualification.

Progression routes include self-employment or further study of hairdressing, beauty therapy or business at Level 3.

Qualification structure

Total credits required - 3

All mandatory units must be completed.

Mandatory units - 3 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH	Level
UV21576	R/505/3319	Preparing to run a hair and beauty business	3	20	2

Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

Internal assessment

(any requirements will be shown in the unit)

Assessment is set, marked and internally verified by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external verifiers.

External assessment

(any requirements will be shown in the unit)

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external verifiers.

Assessment explained

VTCT qualifications are assessed and verified by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal verifier whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external verifier, appointed by VTCT, will visit your centre to sample and quality-check assessments, the internal verification process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external verifier.

This record of assessment book is your property and must be in your possession when you are being assessed or verified. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement and understanding of the knowledge required to successfully complete this qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross-referenced to unit outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

Many frequently asked questions and other useful information are detailed in the VTCT Candidate's Handbook, which is available on the VTCT website at www.vtct.org.uk/students. Other questions should be addressed to the tutor, lecturer or assessor.

Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory units				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Portfolio of Evidence
UV21576	Preparing to run a hair and beauty business	0	✘	✔

Unit glossary

	Description
VTCT product code	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
Unit title	The title clearly indicates the focus of the unit.
National Occupational Standards (NOS)	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
Level	Level is an indication of the demand of the learning experience; the depth and/or complexity of achievement and independence in achieving the learning outcomes.
Credit value	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
Guided learning hours (GLH)	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
Total qualification time (TQT)	The number of hours an awarding organisation has assigned to a qualification for Guided Learning and an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study, or any other form of participation in education or training. This includes assessment, which takes place as directed - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
Observations	This indicates the minimum number of competent observations, per outcome, required to achieve the unit.
Learning outcomes	The learning outcomes are the most important component of the unit; they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
Evidence requirements	This section provides guidelines on how evidence must be gathered.
Observation outcome	An observation outcome details the tasks that must be practically demonstrated to achieve the unit.
Knowledge outcome	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper, a portfolio of evidence or other forms of evidence.
Assessment criteria	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
Range	The range indicates what must be covered. Ranges must be practically demonstrated in parallel with the unit's observation outcomes.

UV21576

Preparing to run a hair and beauty business

The aim of this unit is to develop your knowledge and understanding of the challenges, risks and responsibilities of running a hair and beauty business. You will learn about the skills and abilities needed to run a business, as well as regulatory and legislative requirements for running a salon business.

Level

2

Credit value

3

GLH

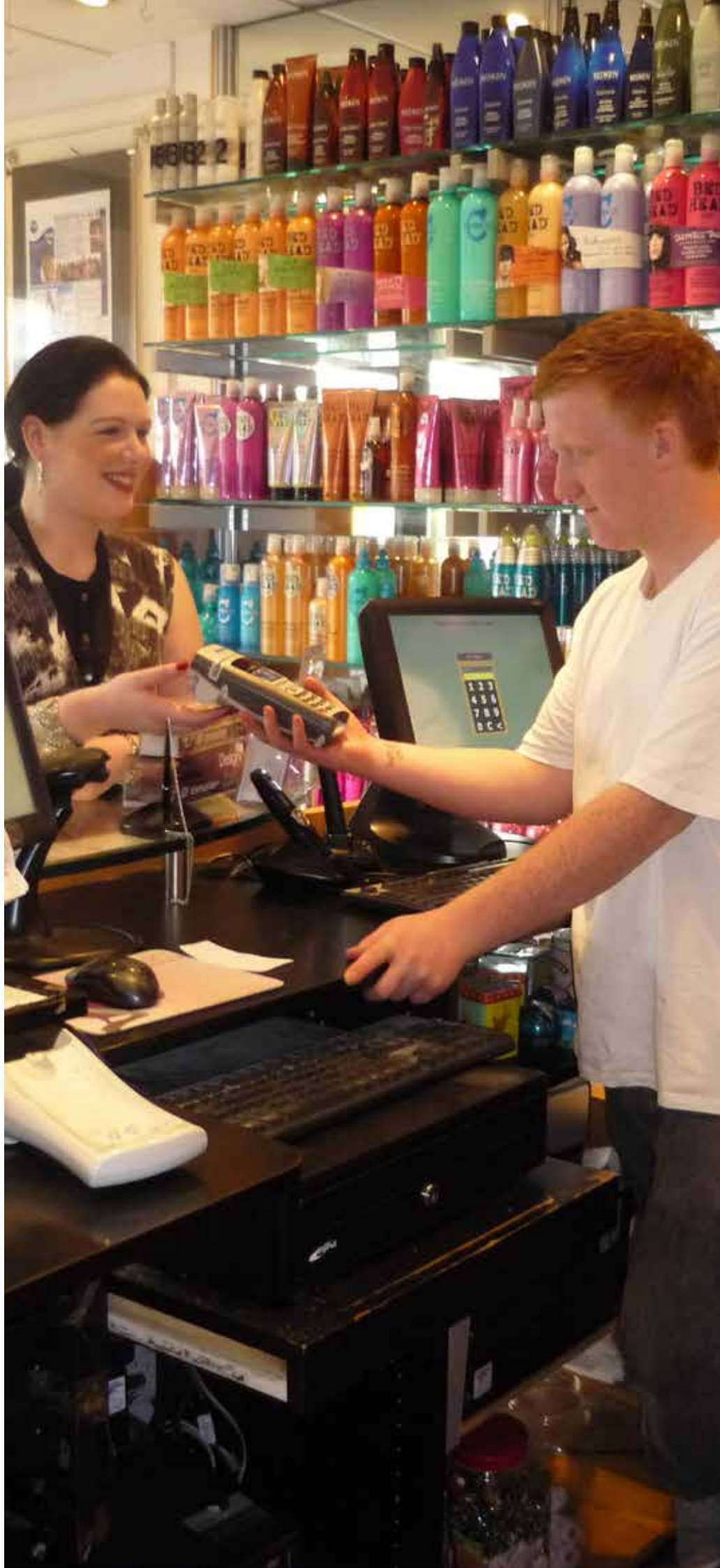
20

Observation(s)

0

External paper(s)

0



Preparing to run a hair and beauty business

Learning outcomes

On completion of this unit you will:

1. Be able to reflect on own interest in starting a hair and beauty business
2. Know the knowledge and skills required to be a successful entrepreneur in the hair and beauty industry
3. Be able to assess own auditability to setting up and running a hair and beauty business
4. Understand the risks involved in setting up a hair and beauty business
5. Know how to adhere to legislation and regulations, and get information, help and advice when planning to set up a hair and beauty business

Evidence requirements

1. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
2. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
3. *External paper*
There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

**This is not an exhaustive list.*

Knowledge



Learning outcome 1

Be able to reflect on own interest in starting a hair and beauty business

You can:	Portfolio reference
a. Identify reasons why running a business may be in own interest	
b. Identify types of business activities that reflect own interests that could be investigated	



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Learning outcome 2

Know the knowledge and skills required to be a successful entrepreneur in the hair and beauty industry

You can:	Portfolio reference
a. Describe skills and knowledge needed by entrepreneurs to successfully start a business	
b. Describe knowledge and skills needed by entrepreneurs to remain successful in business	



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Learning outcome 3

Be able to assess own auditability to setting up and running a hair and beauty business

You can:	Portfolio reference
a. Assess own knowledge and skills against those needed to set up and run a business to identify strengths and weaknesses	
b. Agree ideas for own development and draw up an improvement plan	



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Learning outcome 4

Understand the risks involved in setting up a hair and beauty business

You can:	Portfolio reference
a. Identify the potential risks associated with running a business	
b. Explain how these risks could be managed	



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Learning outcome 5

Know how to adhere to legislation and regulations, and get information, help and advice when planning to set up a hair and beauty business

You can:	Portfolio reference
a. Describe the different laws and regulations that will impact on starting a new business	
b. Describe the types of support that are available to those planning to set up a new business	
c. Describe how to access support	
d. Describe how their business will meet health and safety regulations	

Notes

Use this area for notes and diagrams